

July 20, 2012

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
July 20, 2012

- I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 160 NORTH LASALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

- II. PRESENT

- III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD JUNE 15, 2012

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JUNE 15, 2012?

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions from Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	132.....	11
Agriculture	343.....	16
Arts Council	18.....	2
Capitol Development Board.....	43.....	0
Central Management Services.....	1,556.....	113
Children and Family Services	2,842.....	50
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	393.....	68
Commerce Commission	73.....	0
Corrections.....	11,164.....	105
Criminal Justice Authority	60.....	5
Deaf and Hard of Hearing Comm.....	7.....	1
Developmental Disabilities Council.....	7.....	1
Emergency Management Agency.....	89.....	6
Employment Security.....	1,796.....	27
Environmental Protection Agency.....	839.....	16
Financial & Professional Regulation.....	456.....	42
Gaming Board.....	129.....	5
Guardianship and Advocacy	101.....	7
Healthcare and Family Services	2,050.....	25
Historic Preservation Agency.....	169.....	11
Human Rights Commission.....	14.....	2
Human Rights Department.....	140.....	8
Human Services	12,437.....	76
Illinois Sentencing Policy Advisory Council.....	2.....	2
Illinois Torture Inquiry Relief Commission	2.....	1
Insurance	247.....	13
Investment Board	2.....	1
Juvenile Justice.....	1,219.....	21
Labor.....	92.....	9
Labor Relations Board Educational.....	11.....	2
Labor Relations Board State.....	17.....	2
Law Enforcement Training & Standards Bd.	17.....	2
Lottery.....	151.....	7
Military Affairs	122.....	3
Natural Resources	1,095.....	28
Pollution Control Board	21.....	1
Prisoner Review Board.....	20.....	0
Property Tax Appeal Board.....	28.....	1
Public Health.....	1,061.....	41
Racing Board.....	2.....	1
Revenue.....	1,627.....	51
State Fire Marshal	128.....	12
State Police.....	1,173.....	6
State Police Merit Board	5.....	1
State Retirement Systems.....	95.....	2
Transportation	2,260.....	0
Veterans' Affairs	1,254.....	9
Workers' Compensation Commission.....	133.....	8
TOTALS	45,646.....	821

B. Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
 - 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

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C1. Illinois Department on Aging – Proposed Exemption

Position Number	40070-47-00-000-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	Executive
Functional Title	Senior Policy Advisor
Incumbent	Vacant
Supervisor	Deputy Director who reports to the Director
Location	Cook County

C2. Illinois Department on Aging – Proposed Exemption

Position Number	40070-47-30-000-00-02
Position Title	Senior Public Service Administrator
Bureau/Division	Home and Community Services
Functional Title	Deputy Division Manager
Incumbent	Vacant
Supervisor	Division Manager, who reports to the Deputy Director, who in turn reports to the Director
Location	Sangamon County

C3. Illinois Department on Aging – Proposed Exemption

Position Number	40070-47-50-300-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Information Technology
Functional Title	Division Manager, Information Technology
Incumbent	Vacant
Supervisor	Chief of Staff, who reports to the Director
Location	Sangamon County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

D. Illinois Dept. of Commerce & Economic Opportunity – Proposed Exemption

Position Number	40070-42-10-025-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director’s Office / Regional Economic Development
Functional Title	Main Street Program Division Manager
Incumbent	Vacant
Supervisor	Deputy Director of Regional Economic Development who reports to the Director
Location	Sangamon County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

E. Illinois Department of Human Services – Proposed Exemption

Position Number	40070-10-12-200-00-29
Position Title	Senior Public Service Administrator
Bureau/Division	Assistant Secretary’s Office
Functional Title	Manager, Latino Worker Safety & Immigration Policy
Incumbent	Vacant
Supervisor	Assistant Secretary who reports to the Secretary
Location	Cook County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

F. Illinois Department of Insurance – Proposed Exemption

Position Number	40070-14-14-200-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Consumer Education
Functional Title	Senior Health Insurance Program (SHIP) Director
Incumbent	Vacant
Supervisor	Deputy Director of Consumer Education who reports to Chief Deputy Director, who in turn reports to the Director
Location	Sangamon County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

- C1: Senior Policy Advisor (Aging)**
- C2: Deputy Division Manager (Aging)**
- C3: Division Manager, Information Technology (Aging)**
- D: Main Street Program Division Manager (Commerce & Economic Opportunity)**
- E: Manager, Latino Worker Safety & Immigration Policy (Human Services)**
- F: Senior Health Insurance Program (SHIP) Director (Insurance)**

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V. CLASS SPECIFICATIONS

- **None submitted.**

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?

VI. MOTION TO CLOSE A PORTION OF THE MEETING

PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION CLOSE A PORTION OF THE MEETING TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION, AND/OR SPECIFIED EMPLOYMENT MATTERS?

VII. RECONVENE THE REGULAR OPEN MEETING

VIII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code; however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Reports.

Agency	5/31/12	6/30/12	6/30/11
Aging	1	1	1
Arts Council	1	1	0
Central Management Services	0	0	1
Children and Family Services	4	8	0
Employment Security	0	1	21
Healthcare and Family Services	3	3	5
Human Rights	1	1	0
Human Services	1	2	13
Natural Resources	3	1	5
Property Tax Appeal Board	0	0	6
State Fire Marshal	0	0	1
Transportation	0	0	1
Veterans' Affairs	0	0	2
Totals	14	18	56

IX. INTERLOCUTORY APPEAL

GT-49-12

Employee	Zelleria Dennis	Appeal Date	03/22/12
Agency	Human Services	Order Date	06/29/12
Type	Geographical Transfer	ALJ	Daniel Stralka
Issue(s)	Motion to Dismiss (relocation was not a geographical transfer pursuant to Personnel Rules)	Proposal for Decision	Grant the Motion to Dismiss.

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

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X. APPEAL TERMINATED WITHOUT DECISION ON THE MERITS

D-53-12

Employee	Bernadine Jefferson	Appeal Date	5/21/12
Agency	Revenue	Decision Date	6/08/12
Type	Demotion	Proposal for Decision	Dismissed subject to approval of Commission; withdrawn.

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

XI. PARTICIPATION IN STATE OF ILLINOIS FEDERAL SURPLUS PROPERTY PROGRAM

After a review of the requirements for participation, will the Commission consent to these requirements and decree that the Civil Service Commission is authorized through its Executive Director to participate in the State of Illinois Federal Surplus Property Program?

XII. STAFF REPORT

XIII. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held on Friday, August 17, 2012 at 11:00 a.m. in the Commission's Chicago office.

XIV. MOTION TO ADJOURN